

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**



AIR FORCE INSTRUCTION 11-290

**AIR FORCE RESERVE COMMAND
Supplement 1**

1 December 2000

Flying Operations

**COCKPIT/CREW RESOURCE MANAGEMENT
TRAINING PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes AFI 11-290/AFRC Sup 1,
14 August 1998

Pages: 4
Distribution: F

This supplement implements and extends the guidance of Air Force Instruction (AFI) 11-290, *Cockpit/Crew Resource Management Training Program*, 1 July 1998. The AFI is published word-for-word without editorial review. Air Force Reserve supplementary material is indicated by “(AFRC)” in boldface type. This supplement describes Air Force Reserve Command (AFRC) procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force Basic.

1. AFRC defines crewmember as one who: is on aeronautical orders, flies in a designated crew position, and has a related AFSC with a prefix of K, Q, or X.

5. This supplement describes the specific requirements of the AFRC CRM Training. It contains essential guidance on how to implement annual CRM training and specifies what training is required for each specific AFRC Mission Design Series (MDS).

5.2.3. (Added) The HQ AFRC program manager will host a CRM Conference periodically to discuss new ideas and directions for AFRC CRM training. Notification will be provided to AFRC units no later than three months prior to the conference dates.

5.2.3.1. (Added) The following AFRC members are required to attend the AFRC CRM Conference:

5.2.3.1.1. (Added) HQ AFRC program manager (Chair).

5.2.3.1.2. (Added) Numbered Air Force (NAF) CRM program managers.

5.2.3.1.3. (Added) Individual AFRC unit program managers.

5.2.3.2. (Added) The following individuals are invited to the AFRC CRM Conference:

5.2.3.2.1. (Added) HQ USAF/XOOT CRM action officer.

5.2.3.2.2. (Added) Other MAJCOM CRM program managers.

5.2.3.2.3. (Added) HQ AFSC/SEFF representative.

5.2.3.2.4. (Added) HQ AFFSA/XOFD representative.

5.2.3.2.5. (Added) AFMOA/SGOO CRM action officer.

5.2.3.2.6. (Added) AFRL/HE representative.

5.2.3.2.7. (Added) Other technical advisors as required.

5.2.3.3. (Added) AFRC CRM conference items include, but are not limited to:

5.2.3.3.1. (Added) Developing consolidated command positions on issues presented before the USAF CRM Steering committee.

5.2.3.3.2. (Added) Making recommendations to maximize commonality between various CRM training programs.

5.2.3.3.3. (Added) Determining future training, focusing on common CRM refresher training.

5.2.3.3.4. (Added) Reviewing status of CRM program procurement and contract change proposals.

5.2.3.3.5. (Added) Recommending course content for weapons systems and undergraduate crewmember CRM training.

5.2.3.3.6. (Added) Reviewing individual unit CRM training, highlighting its strengths and weaknesses.

5.3. (Added) NAF CRM Program Manager. The NAF CRM program manager is the NAF Chief of Stan/Eval or other individual designated by the NAF/DO.

5.4. (Added) Civilian contractors develop AFRC CRM training materials and tailor them to each specific MDS.

8.3.2. For all AFRC crewmembers, CRM is an annual training requirement.

8.3.3. (Added) The CRM annual training requirement can be fulfilled by attending a directed simulator/ground training session where CRM is part of the curriculum, or by participating in the AFRC CRM training program outlined in paragraph 8.6.

8.3.3.1. (Added) AFRC crewmembers who are required by their AFI 11-2 *MDS Specific* Volume 1 to attend a simulator or ground training session where CRM is part of the curriculum will fulfill the annual CRM training requirement by participation in the directed simulator/ground training. This participation fulfills the annual CRM training requirement for the training cycle year in which the training was received.

8.3.3.2. (Added) AFRC crewmembers who are not provided the opportunity to attend a simulator or ground training session where CRM is part of the curriculum will fulfill their annual CRM training requirement by participating in the AFRC CRM training program outlined in paragraph 8.6 as administered by the flying unit.

8.3.3.3. (Added) When only a portion of a crew complement attend a directed simulator/ground session where CRM training is provided, the crewmembers not attending will use the AFRC CRM training outlined in paragraph 8.6. of this supplement to fulfill their annual training requirement.

8.3.3.4. (Added) Crewmembers who have a directed simulator/ground training session where CRM training is provided every 1-1/2 to 2 years will use the AFRC CRM training outlined in paragraph 8.6. of this supplement to fulfill their annual training requirement for those training cycle years which do not include the directed simulator/ground training session.

8.3.3.5. (Added) Crewmembers who receive CRM training during a directed simulator/ground session should supplement this training with the AFRC CRM training outlined in paragraph 8.6. of this supplement to reinforce behaviors associated with good CRM practices and to increase mission effectiveness.

8.5. Each individual AFRC unit CRM program manager is the wing or squadron chief of Stan/Eval or an individual selected by the OG/CC. This individual is required to supervise the unit CRM training. It is recommended this person be trained by the assisting contractor to guarantee thorough knowledge of CRM material. However, a trained squadron CRM facilitator in the squadron can train others to be facilitators so there are other crewmembers to teach the training. CRM training should be taught by different unit crewmembers who are trained facilitators to get a broad range of issues and ideas.

8.6. (Added) AFRC aeromedical, AWACS, bomber, fighter and tanker units. AFRC CRM training consists of two elements initiated by an HQ AFRC and/or NAF Special Interest Item (SII) – a human behavior listed from AF Form 4031 or in AFI 11-2 *MDS Specific* Volume 2 (if CRM criteria is incorporated in the grading areas) and a quarterly CRM, AFI 11-290 - section six, core curriculum Power-Point presentation. AFRC-hired contractors will provide the training materials via the Internet (<https://wrbd03.afres.af.mil/dot4/CRM/default.htm>). HQ AFRC and/or NAF Stan/Eval functions will distribute the quarterly SII via existing means.

8.6.1. (Added) Each weapon system will have training materials provided that emphasize the CRM concepts and behaviors specific to their mission.

8.6.2. (Added) The contractor will provide the AFRC and/or NAF program managers a copy of the upcoming quarterly CRM presentation for review one month prior to the beginning of the next quarter.

8.6.3. (Added) The quarterly CRM presentations:

8.6.3.1. (Added) Cover one of the CRM core concepts in AFI 11-290, section six.

8.6.3.2. (Added) Are delivered by a unit instructor or CRM program manager during a formal ground training block.

8.6.3.3. (Added) Are updated quarterly, covering all CRM core concepts over the course of 1-1/2 years.

8.6.3.4. (Added) Are developed to be 15-20 minutes in duration.

8.6.4. (Added) In addition to the quarterly presentation, the contractor will provide one to three effective and ineffective scenarios a month via the Internet (same address as above) as they relate to the current AFRC CRM SII. These scenarios:

8.6.4.1. (Added) Are provided to use during daily flying operations briefings.

8.6.4.2. (Added) Are on a specific CRM behavior listed on AF Form 4031, 11-2 *MDS Specific* Volume 2 (if CRM criteria is incorporated in the grading areas) or another weapons specific behavior list as approved by HQ AFRC.

8.6.4.3. (Added) Are specific to each MDS.

8.7. (Added) All AETC-gained AFRC crewmembers follow guidance as outlined by AFI 11-290, AETC supplement 1 for your CRM training requirements.

8.8. (Added) All AFRC First Standards Aviation Flight Crewmembers receive their annual CRM training as provided by the Federal Aviation Administration.

9.1. (Added) All crewmembers are evaluated on CRM during all periodic flight evaluations. AF Form 4031 or CRM specified grading areas from the appropriate 11-2 *MDS Specific* Volume 2 (if CRM criteria is incorporated in the grading areas), are the assessment tools used for CRM during periodic evaluations. Unit Stan/Eval sections will consolidate any CRM trend information and highlight any CRM trends identified for immediate incorporation into their unit CRM training. The unit's program manager will pass along the consolidated trends at the end of each quarter to the NAF CRM program manager. A negative reply to the NAF CRM program manager is not required if there are not any trends to pass along. The NAF CRM program manager consolidates the CRM trends at their level and passes them along to the HQ AFRC CRM program manger. The HQ AFRC CRM program manager will pass along identified trends to the appropriate contractor and ensures they are incorporated into AFRC CRM training materials. If the AF Form 4031 or appropriate 11-2 *MDS Specific* Volume 2 is not used for CRM training, units need to know that these forms and criteria are the standard they will be graded against during a higher headquarters inspections.

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